

GLOSSARY OF TERMS

Accredited Institution of Higher Education	Any postsecondary institution of higher education accredited by one (1) of the six (6) regional accrediting commissions
Approved Institution of Higher Education	Any Rhode Island institution of higher education approved by the Board of Governors for Higher Education
Endorsement	A provision added to a teaching certificate that expands on the validity of the area of certification; e.g. a physical education certificate can be endorsed to be valid for adapted physical education instruction by satisfying the requirements for this endorsement area.
Evidence of Course work	Official college/university transcripts (original student issued transcripts are acceptable)
Certificate	A document issued by the RI Department of Education that states an educators area(s) of certification from date of issuance to date of expiration.
Certificate of Eligibility of Employment (CEE)	A CEE is a three (3) year certificate issued to individuals who have satisfied all requirements for certification but who have not secured “regular employment” in Rhode Island.
I-Plan	An I-Plan is a goals-driven professional development plan for re-certification that is informed by self-study, grounded in the professional standards, connected to school/district initiatives, and supported by plans for professional development.
Emergency Permit – valid for one (1) year	A one (1) year emergency permit can be issued to individuals who do not meet requirements for the professional certification to assume regular employment in a specific school district in Rhode Island. The one (1) year emergency permit is issued at the request of a local school superintendent after he/she has documented that the services of a fully certified educator are unavailable.
Professional Certificate – valid for 5 years	A professional certificate is a certificate issued to an individual who holds regular employment in the schools of Rhode Island.
Two (2) Year Professional Certificate	A two (2) year professional certificate is a certificate that can be issued to individuals who completed an approved teacher preparation program and has satisfied testing requirement(s) for the area of certification sought, but who do not meet current requirements or who have not completed requirements for renewal of their certificate. This certificate allows the individual to assume regular employment or to continue regular employment for a two-year period with the stipulation that all requirements for professional certification are completed within two (2) years. This certificate can only be issued once to an individual and is not renewable.

Substitute Teacher	<p>A substitute teacher is an individual who fills in for an absent educator (day-to-day or long term) or occupies a vacancy for the period between postings of the position through appointment by the employing authority.</p> <p>Individuals employed as a substitute teacher must hold the appropriate CEE or professional certificate in the area of the assignment. If the services of an appropriately certified individual are not available, the employing authority may utilize the services of an individual who holds a CEE or professional certificate. If the services of an individual who holds a CEE or professional certificate are not available, the employing authority may utilize the services of an individual who holds a substitute permit.</p>
Substitute Permit	<p>A substitute permit is issued to individuals who hold a bachelor's degree. It is valid for one (1) school year and can only be used for employment as a substitute teacher. It can be renewed annually.</p>
Regular Employment	<p>Regular employment is any assignment in a public school, other than a substitute teacher, that requires the individual to hold an appropriate certificate issued by the RI Department of Education.</p>
Renewal of the Professional Certificate	<p>Renewal of the Professional Certificate requires the successful completion of an I-Plan for individuals who hold regular employment for the five (5) year term of the certificate. Educators holding regular employment who serve for less than 135 days during any school year are entitled to a one (1) year extension of the professional certificate for each year of service less than 135 days to complete their I-Plan.</p>
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